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ABSTRACT

This booklet is the first in a series of ten programed instruction units which was developed as a career related language arts program to teach library skills to junior high school students. The objective of this unit is to be able to perform the tasks required of library assistants under the supervision of the school librarian. Students study the material, answer questions, and complete practical exercises at their own pace. The booklet is illustrated with cartoons and drawings. (JAB)

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ED152256

Junior High School

CAREER RELATED LANGUAGE ARTS

LIBRARY CAREERS

Library Charge Desk Pass Desk and Shelving

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Dade County Public Schools

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LAP 1 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY CHARGE DESK, PASS DESK AND SHELVING

Your objective:

You will show evidence to the librarian that you can accomplish the duties of a library assiatant.

LAP 1 - LIBRARY SKILLS

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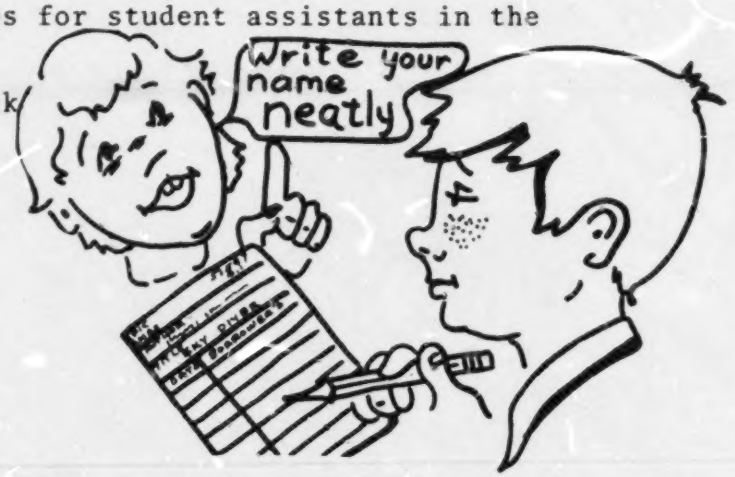
LIBRARY CHARGE DESK, PASS DESK AND SHELVING

There are three main jobs for student assistants in the library:

I. Charge Desk
II. Pass Desk
III. Shelving



I. CHARGE DESK

This job is complicated but it is not difficult once you have learned the fundamentals. From then on it is a case of "practice makes perfect."

You must be able and willing to concentrate on what you are doing. You must be able to alphabetize cards quickly and correctly. You must pay attention to details and also you must organize your work so that you do it in an orderly fashion.

The librarians will stay with you and train you in the procedures till they are sure you understand every phase of work. If there is something you do not understand, do not guess; ask one of the librarians. It is of the utmost importance that the work be done correctly.

At the circulation or charge desk you will enjoy a certain prestige and you will learn to be tactful and assured, accurate and businesslike, and to take responsibility seriously. From the point of view of personal development, your time will be well spent.

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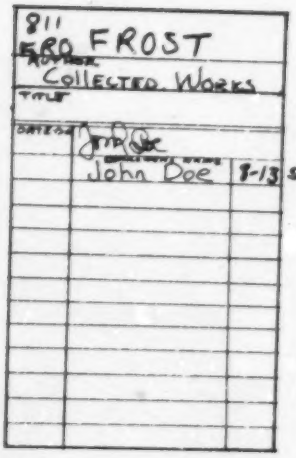
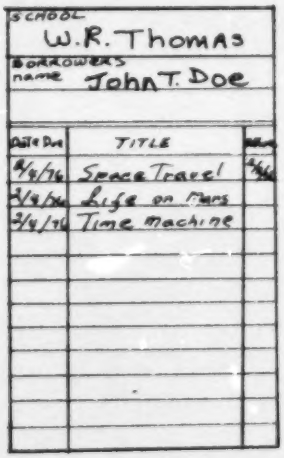


A. How To Check Out a Book

1. Make sure you can read the student's signature. If you cannot, have the student rewrite it. Remember, you are not the only one who will have to read that scrawl! Be sure that the borrower's section is written to the right of his name.

2. Look for the student's borrower's card. Be sure you get the right one, as some students who have the same name are also in the same section! We then generally try to go by a middle initial.

3. Take out the borrower's card and examine it carefully. If he already has out two books, he cannot check out another. If he has a book overdue, he cannot check out another.



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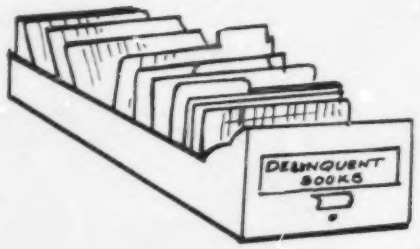
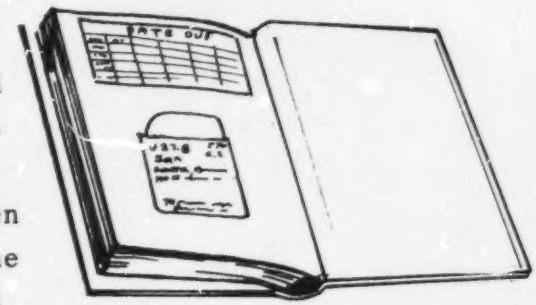
4. If you cannot find the borrower's card, look in the "delinquent" file. This is for people who owe fines. If the borrower's card is there, explain to the borrower that he must pay the fine he owes before he can check out another book. Take no money, however. If the borrower wishes to pay his fine, call one of the librarians. Only librarians are allowed to take the money, and they will do the necessary paperwork on the fine.



5. Once it has been established in your mind that the student is eligible to check out a book or books, stamp the book first, then stamp the date due slip, then the borrower's card. In other words you stamp three places if the student checks out one book, six places if he checks out two books. Always start with the book so that the student does not have to stand and wait too long. Remember, service that is quick and efficient is always appreciated by the public!



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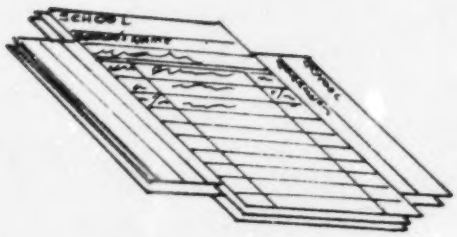
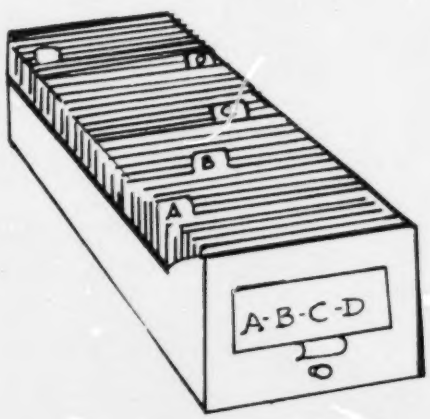
6. If you are very busy with many students, put the book card and the borrower's card together on the ledge behind the desk. Criss-cross the next set of cards and keep criss-crossing the cards till business finally drops off. Then start writing the title and copy number on the borrower's card. All information must be put on one line, so write small. Place the borrower's card in the place that will be designated by the librarian and the white card in its place. Go on writing the titles and copy numbers till all are complete. Never put a big bunch of cards up on top of the desk, but instead take the cards one or two at a time. The only things that should be on the desk are the things you are actually working on. Otherwise confusion may well arise and mix-ups occur.



F MASTERS, Kelly R.	
AUTHOR MAS	
TITLE Sky diver	
DATE DUE	BORROWER'S NAME
4/25/x	Robert Smith

7. If time allows, alphabetize the cards and file them in their proper places. Use the card sorters.



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B. How To Check In a Book

1. The book will be placed where the sign is that says, "Return Books Here." You should immediately check the due date to see if it is overdue.

2. If the book is overdue, place it on the shelf that the librarian will designate, and do nothing else. The librarian will take care of the books that are overdue and not paid for.

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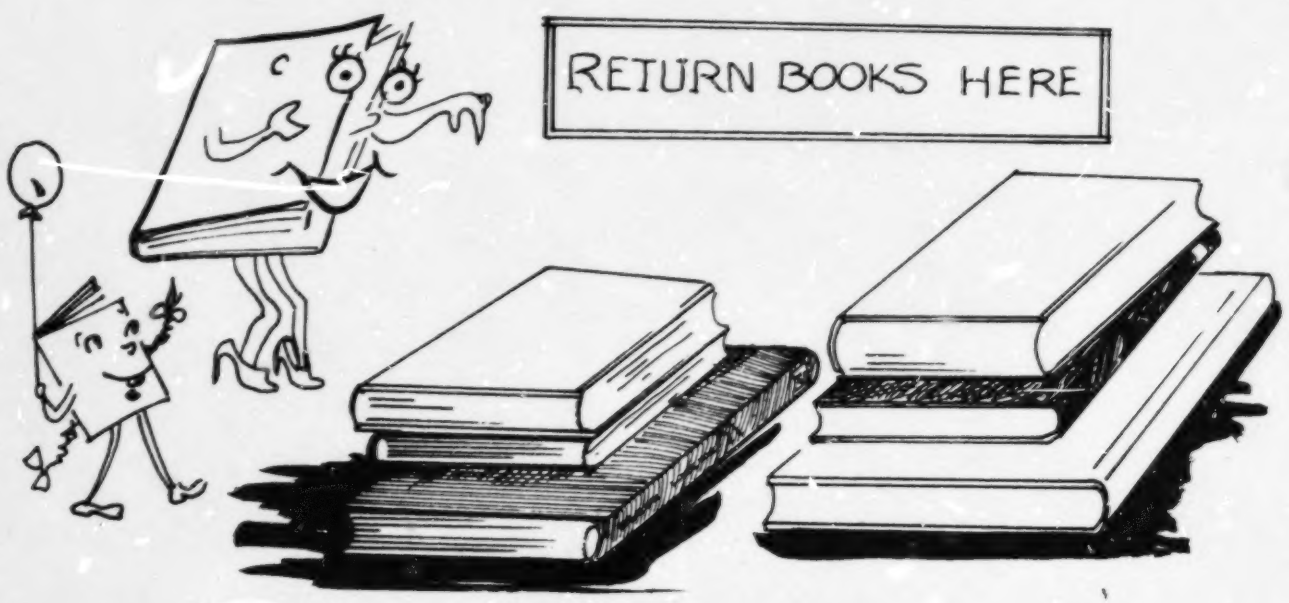
3. If the book is not overdue, place it on the book truck behind you.

4. Take one book at a time and open it to the date due slip. Look at the date. Then look at the author's last name. Go to the file of white book cards. Find the correct matching date and look behind this date in alphabetical order until you find the author's last name. Locate the card that goes in the book, but before pulling it, make good and sure that it is the correct card. Is the title the same? Do the copy numbers match?



5. Now look at the name of the last student to check out the book. Go to the borrowers' cards and pull the right one out, pulling up the card in front of it to mark you place. Examine the borrower's card. You should see the title and copy number of the book written there. Taking up the stamp that has today's date, stamp once to the right of the written title on the borrower's card. This shows that the book was returned today. Refile the borrower's card, place the book card in the book pocket, and place the book in the place that the librarian will designate as the correct place. Remember, when you check a book in, you stamp only once on the borrower's card.

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C. A Special Problem

1. A special problem arises when a borrower comes up to check out two books but already has two books checked out on his card. You say to this person, "You already have two books out." If this person says, "But I just now checked them in," here is what you have to do:

a. Look on the book truck behind you. If you can find the exact books in question, place them in a special place that the librarian has designated.

b. Check the two books off the borrower's card with today's date. Now the borrower is ready to check out two more books.

c. Go ahead and check out the two additional books.

d. Later when you have time, go to the specially designated place where you have put the original two books. Put the white cards into them. They have already been checked off the borrower's card. Put the books with the others to be shelved.

D. Another Special Problem

1. If a person comes up to check out a book and you discover that he has no borrower's card because he is just now checking out his first book, here is what to do:

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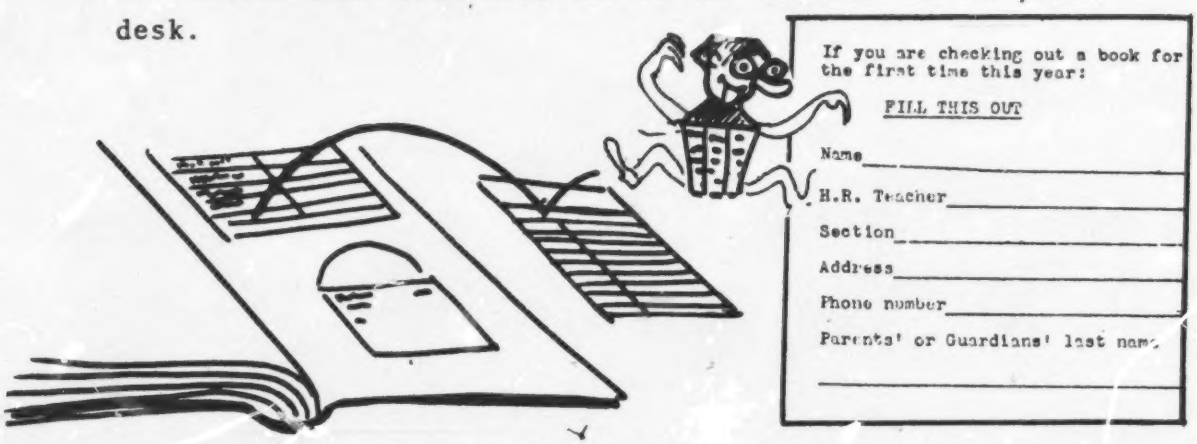
LIBRARY CHARGE DESK, PASS DESK AND SHELVING

a. Obtain this form from one of the drawers behind your desk.



b. Have the student fill it out legibly (so it can be read easily).

c. Take a blank borrower's card from the same drawer. Stamp the book, the book card, and the blank borrower's card.

d. Put the two cards with the completed form in a special place that the librarian has designated. Later the library clerk will take the cards and the form and will type the borrower's card.

E. Ask-At-Desk Books and Magazines

a. Ask-at-desk books are kept on the shelves behind the charge desk. Ask-at-desk magainzes are kept in a special place behind the desk.

b. When a student asks for any of these materials, he must put his name on the card. Magazine cards are attached to the magazines. The cards are to be kept by you at the desk.

TO BE KEPT AT DESK WHEN NOT IN CIRCULATION

ASK AT DESK

TO BE KEPT AT DESK WHEN NOT IN CIRCULATION

ASK AT DESK

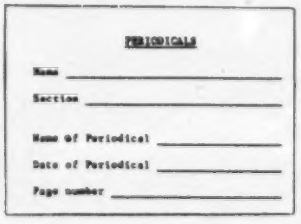
c. You must remind the students to bring back these materials before they leave the library. These materials are for room use only during the day, although some of them may be checked out after school. When they are returned, replace the cards, and then replace the materials correctly.

F. Periodical and AV Call Slips

1. Periodical call slips are kept behind the desk in a box. Any student wishing an old periodical will ask you for one or more of them.

2. The student will fill out the form and give it to the librarian who will then get the desired magazine, give it to the student, and give you the call slip to keep at the desk.

3. When the student brings the magazine to the desk, you take it and give it to the librarian to file away. Then you draw a bix "X" across the call slip and place it in the box behind the desk that is there for that purpose.


PERIODICALS

Name _____

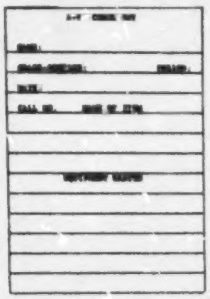
Section _____

Name of Periodical _____

Date of Periodical _____

Page number _____

4. AV call slips are also kept in a box behind the desk.



Students asking for one will fill it out and give it to you. You should then take it to the AV room and give it to one of the AV assistants, who will get the requested material and give it to the student. You will keep the slip at the desk.

5. When the material is returned to you, you return it to the AV assistant, make a big "X" across the slip and place the slip in the proper box.

LAP 1 - LIBRARY SKILLS

TEST - CHARGE DESK

Part I: Read each statement carefully. If the statement is true, write TRUE in the space provided. If the statement is false, write FALSE in the space provided.

1. _____When checking out a book you stamp two places.

2. _____When checking in a book you stamp two places.

3. _____If you cannot read a student's name, you should ask him to spell it for you.

4. _____It is all right for you to take money for fines.

5. _____The delinquent file is a file of the cards of students who have overdue books.

6. _____An "ask-at-desk" book is a book which cannot be checked out.

7. _____A periodical call slip is a slip which is issued for each period of the day.

8. _____The AV call slip may be thrown away after it is used.

9. _____If a student has never checked out a book before, you must call the librarian.

10._____When checking out a book the first thing you must do is stamp the book properly.

Part II: Rewrite the above false statements so that they will be true.

Example:

False If you cannot read a student's signature, call the librarian.

True If you cannot read a student's signature, ask him/her to rewrite it more neatly.

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II. PASS DESK

This job is in some ways just as important and difficult as that of the charge desk. You must learn to deal patiently and politely with the public, but you must also be firm and authoritative. The pass desk also calls for concentration and dedication if it is to be handled well.

When the library is quiet, you may read or study but only if this does not conflict with the performance of your duties. Under no circumstances are you to get up and wander off, leaving the desk unattended. If you wish to go any place you may get a shelver to take your place for a moment. If the shelvers are busy or absent, one of the librarians may be able to help.

At the end of the period you are to wait at the door until everyone who is going to leave has left, or until someone takes your place, or until you are dismissed by the librarian. If it looks as though you are going to be late to your next class, the librarian will give you an admit.

You are <u>not</u> free to chat with friends while you are at the pass desk. It is your place of business while you are there.

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LIBRARY CHARGE DESK, PASS DESK AND SHELVING

If many people have been in the library and all of them are leaving at once, one of the shelvers or librarians will come to help you with the crowd. If any problem arises which you cannot handle, call one of the librarians immediately for help.

This job will be rotated with that of the shelver. One week one person will be on pass desk, the next week that person will be the shelver.

Here is an explanation of your duties:

1. Security

   a. Your most important job while at pass desk is to maintain security. By that is meant that you are there to try to prevent the library books from being stolen.

   b. Library books, unlike textbooks, are stamped on the top and bottom pages with the library stamp. This helps you determine at a glance whether a student has library books or textbooks as he goes out.

   c. When a student leaves, you should check his books first and process his pass last.

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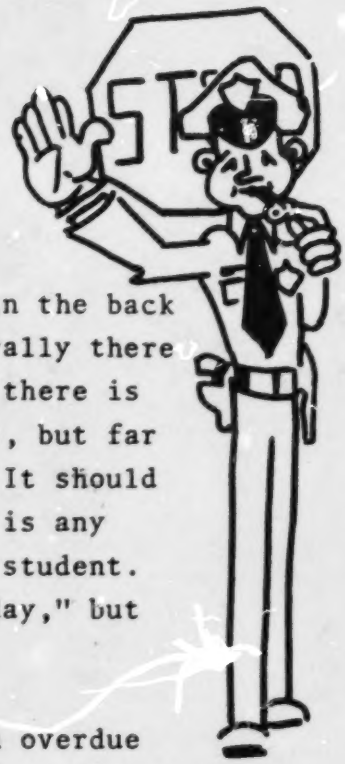


d. You must examine the date stamped in the back of every library book going out. Naturally there will be no book card in the pocket (if there is one, the book has not been checked out), but far more important than that is the date. It should be a week from today's date. If there is any other date stamped there, question the student. He may say, "I checked this out yesterday," but always ask.

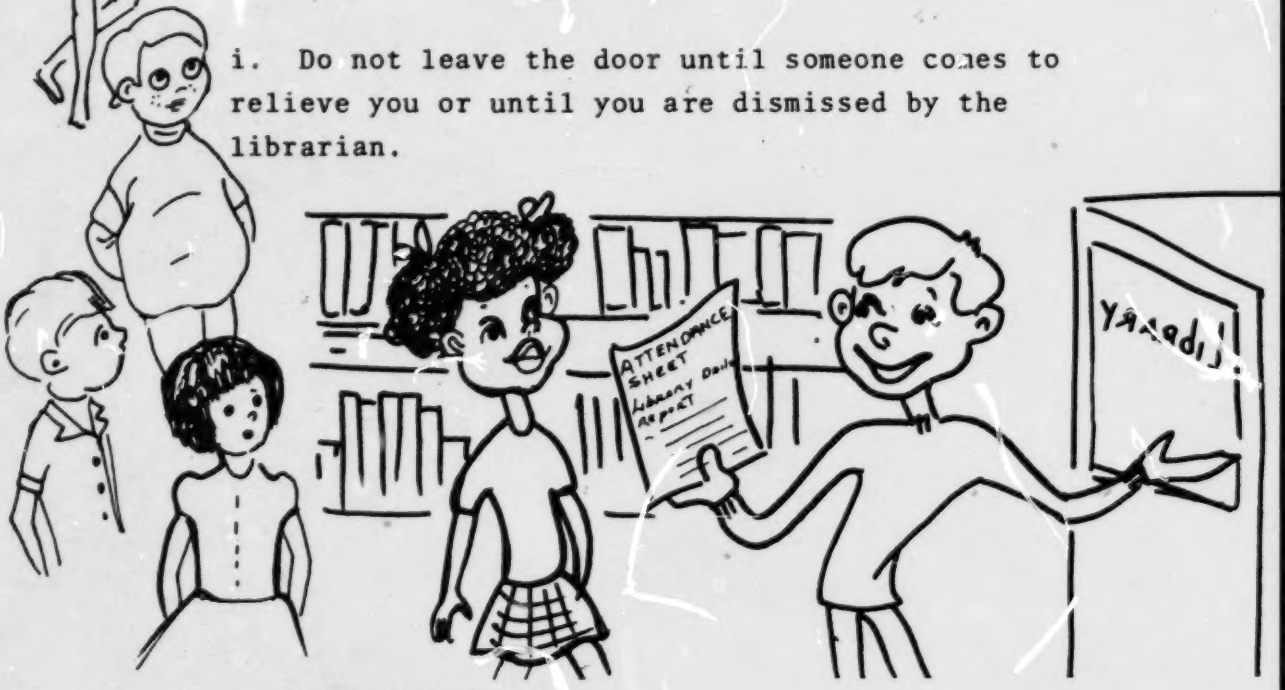
e. Do not let a student go out with an overdue book. Call the librarian over to speak to the student.

f. Be sure to ask everyone to check out any books in his/her possession before leaving the library. If you should suspect anyone of having a hidden or unchecked book, explain the situation to the librarian and let her handle it.

g. When you hear a teacher announce to his class, "Put your books away and get ready to leave," that is your cue to get up from your seat and stand in the doorway ready to check each person. Let people out the door one at a time, carefully scrutinizing (looking at) everything in his or her hands.

h. Anytime any group of students larger than two people leave, you should get up and stand in the doorway. And you should always be in the doorway about two or three minutes before the end of the period because that is the time of the greatest movement of people in and out.

i. Do not leave the door until someone comes to relieve you or until you are dismissed by the librarian.



2. Attendance Sheet

a. In front of you will be an attendance sheet marked out with the periods of the day like this.

Turn to Home

LAP 1 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY CHARGE DESK, PASS DESK AND SHELVING

Library Daily Report Date_____

Attendance before school

1st period

2nd period

3rd period

4th period

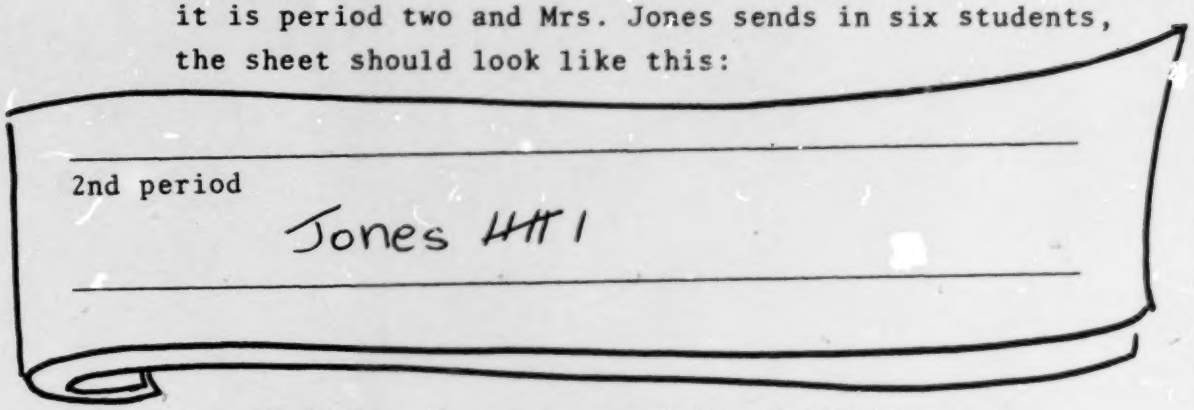
5th period

6th period

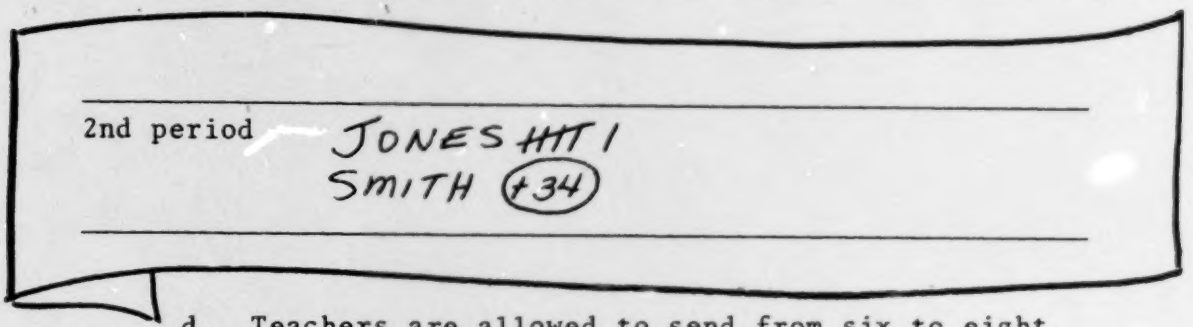
Attendance after school

ATTENDANCE:	CIRCULATION:
Before school_____	Books_____
During school_____	Faculty materials_____
After school_____	Audio Visual_____
TOTAL:_____	TOTAL:_____

b. Write down the name of the teacher and the number of students sent by that teacher on the sheet in the correct period. For instance, if it is period two and Mrs. Jones sends in six students, the sheet should look like this:

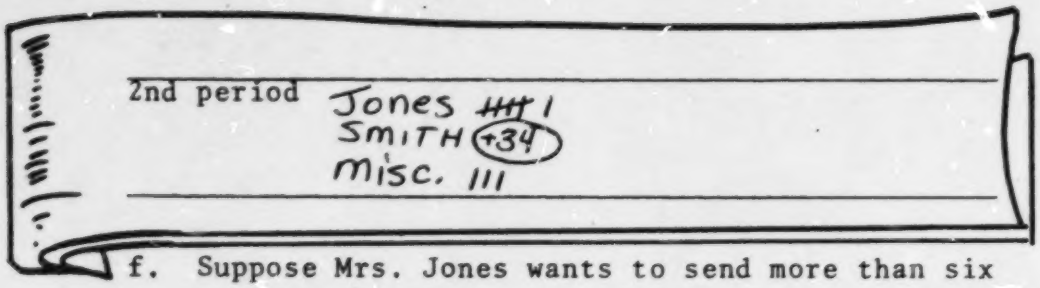


c. If during the same period Mr. Smith brings in his whole class of 34, the sheet should look like this:

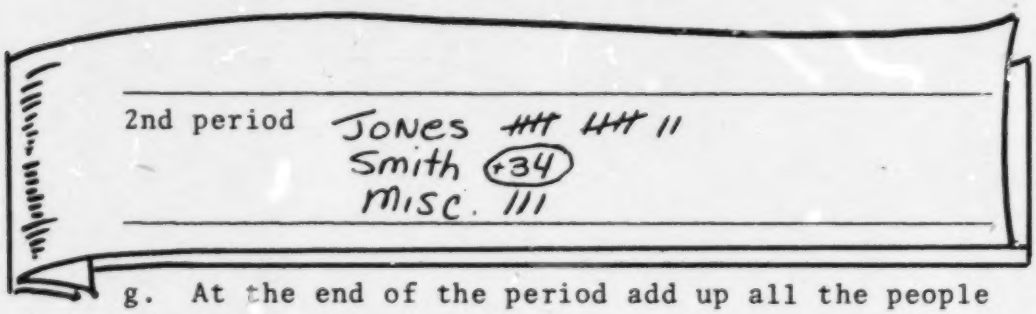


d. Teachers are allowed to send from six to eight students individually on passes. If additional students come, call to the librarian and tell him/her about it.

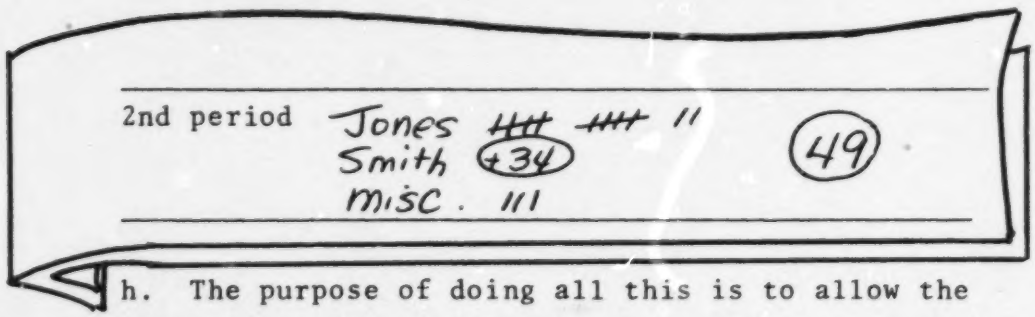
e. If teachers come in alone, or if a custodian comes in, or if anyone comes in without a pass, you should mark down "misc." standing for "miscellaneous" and put down the number of people. "Miscellaneous" means extra, or not counted for. Here is how it would look on the attendance sheet:



f. Suppose Mrs. Jones wants to send more than six students. She can do so if several of the original students leave to make room for others. The second period entry might end up looking like this:



g. At the end of the period add up all the people who have been in the library, and put the total in a large circle to the right like this:



h. The purpose of doing all this is to allow the librarian to count all the people who have come into the library. At the end of the day the librarian counts all the people for that day and enters the figure into a special book. At the end of the year a report must be sent down to the School Board which includes the number of people using the library and the number of books checked out.

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3. Passes

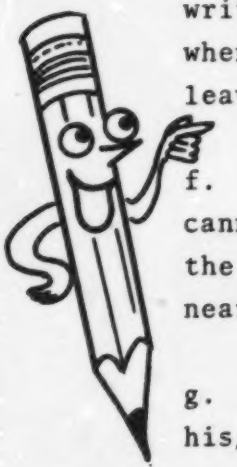
a. All students coming in must have a fresh pass signed by a teacher. Do not allow a student to come in on a used pass.

b. No students are allowed to go out individually without a pass. If the student wishes to go to the bathroom, he must get a hall pass from the librarian or from his teacher.

c. If the library has a time-stamp machine, stamp the pass when the student enters and give the pass to the student. Enter the name of the teacher on the attendance sheet and the number of students coming in from that teacher.

d. When the student leaves, check his books first and then his pass. If the library has a time-stamp machine, stamp the pass again.

e. If the library does not have a time-stamp machine, write the word "Library" in red ink across the pass when he enters and just examine the pass when he leaves.



f. If you cannot spell the teacher's name or if you cannot tell what it is, ask the librarian or consult the list of the faculty that should be posted on or near the pass desk.

g. If you do not think that the teacher has signed his/her own name on the pass, consult the librarian.

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Read the directions and answer the questions carefully.

Security

What do you do when the following things happen?

1. A whole class leaves. _____

_____

2. You wish to check out a book. _____

_____

3. A girl carrying a library book and a small purse leaves.

_____

_____

4. The bell will ring in two minutes and there are at least 75 people in the library. _____

_____

5. Two friends come up and want to chat with you. _____

_____

6. A girl carrying only a large open basket-type purse leaves.

_____

_____

7. Two students leave. _____

_____

8. A boy with a large zipper notebook leaves. _____

_____

LAP 1 - LIBRARY SKILLS

TEST - PASS DESK

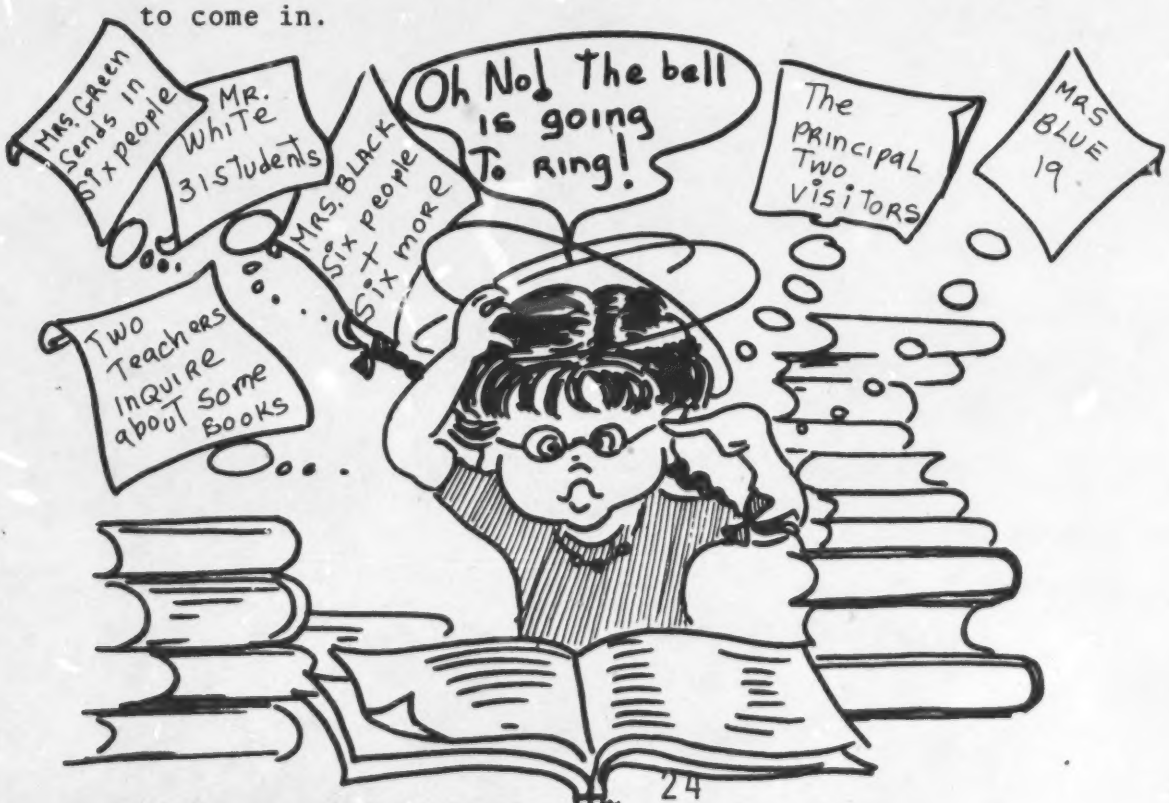
Attendance

Enter the following people on the 3rd period space.

3rd period

---

1. Mrs. Green sends in six people.
2. Mr. White brings in his whole class of 31 students.
3. Two teachers come in to inquire about some books.
4. Mrs. Black send in six people and when they have left, sends in six more.
5. The principal brings in two visitors to see the library.
6. Mrs. Blue brings in a small class of 19.
7. The bell is going to ring and no more people are going to come in.


Mrs. Green Sends in Six people
Mr. White 31 Students
Mrs. Black Six people + Six more
Oh No! The bell is going To Ring!
The Principal Two visitors
Mrs Blue 19
Two Teachers Inquire about Some Books

LAP 1 - LIBRARY SKILLS

TEST - PASS DESK

Passes

What do you do in the following situations?

1. A student comes in with a pass not signed by any teacher.

2. A student comes in with a pass signed by what you think is <u>not</u> the signature of the teacher.

3. Twelve people want to come in on passes from the same teacher.

4. A student tries to come in with a used pass.

5. A student starts to leave and has a library book and a pass. Which do you examine first?

LAP 1 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY CHARGE DESK, PASS DESK AND SHELVING

III. SHELVING

The shelver has an extremely interesting and varied kind of duty. Not only must he/she shelve books, but he/she is also expected to run errands, help process books, and do many miscellaneous jobs. The shelver will rotate duties with the person at the pass desk. One week he will shelve; the next he will do passes.

Here is an explanation of the shelving duties.

1. Shelving Books
   a. You must shelve books correctly according to the library "keys". For example, you must shelve "F" in the fiction, "B" in the biography, "E" in the easy, etc., as will be completely explained to you in the LAP book, "Library Keys". You must shelve non-fiction books correctly according to the Dewey Decimal system.

Do the following activity and show your answers to the librarian. This is to ascertain (find out) if you understand the decimal numbers.

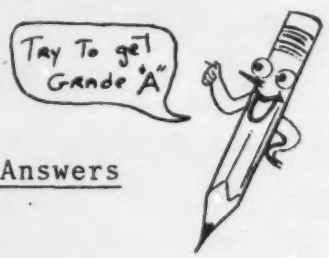
Put the following books in the correct order as they would go on the shelf.

Correct Answers

629.132
629.2
629.109
629
629.4
629.28
629.2222
629.13

Were you able to do this correctly? Did you realize that the numbers following the decimal point are not whole numbers but decimal or fractional numbers? .13 is not thirteen, but a little more than one-tenth of a percent. You go by the first number to the right of the decimal. So .0 will go before .1, and .1 will go before .2 and so forth.

No matter how far the decimals are carried, this still holds true. So, .13 would come before .14, and .14 before .15. Therefore, .132 would come before .2.



Let's try another set of numbers:

Correct Answers

796.33
796.4
796.7
796
796.2
796.31
796.357
796.34
796.352

Be sure to show this to the librarian. If you can do it correctly, you will be given a grade of "A" in the grade book.

LAP 1 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY CHARGE DESK, PASS DESK AND SHELVING

2. Straightening Shelves

   a. After you have put one book on a shelf, straighten the books on that shelf, bringing them forward past the edge of the shelf and then putting them back to the edge. This makes for a very attractive and neat appearance.

   b. Some books will be over-sized and must be turned down to fit them on the shelf. Such books are often awkward, but just straighten them as neatly as possible.

   c. Never let a shelf get completely full of books. There should always be a space of at least six inches so that there will be room for another book to be placed.

   d. If a shelf is too full, shift some of the books down to the next shelf. If that one is too full also, call the librarian and let him/her decide what to do.

   e. There should be a book end (a metal or plastic book support) on each shelf. If a shelf lacks one, get one from the librarian.

LAP 1 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY CHARGE DESK, PASS DESK AND SHELVING

3. Reading Shelves

   a. "Reading shelves" means to check that all the books on the shelf are in the correct order. We have already practiced with the Dewey Decimal numbers. Let's now practice with the fiction books. Here are some typical call numbers. Put them in the correct order.

	Correct Answers
F Alt	_____
F Ale	_____
F Als	_____
F Alc	_____
F Ala	_____
F Alm	_____
F All	_____

Show your answers to the librarian for a grade.

LAP 1 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY CHARGE DESK, PASS DESK AND SHELVING

"Mc and Mac"

When shelving in the Ms, put the Mcs and the Macs together before the rest of the Ms. This is an example:

MacArthur
McDonald
McGraw
MacNamara
McNeill
MacNulty
Mathis
Matte
Mattingly
Maurer
Maxwell
Mendoza
etc.

You will notice that all the Mcs and Macs have been worked together, as though they were spelled out and they all come before the rest of the Ms. This is not like a phone book, but it is correct on library shelves!

Notice also that although some of the above samples start with Mc and some start with Mac, it is the next letter that really counts:

MacArthur
McDonald
McGraw
MacNamara
McNeill
MacNulty

Put these Ms in the right order:

McVey	MacAfee	Markley	MacIntosh
McGraw	MacLean	Mardini	

LAP 1 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY CHARGE DESK, PASS DESK AND SHELVING

b. Now let's see if you understand about the "B" books=the biography books. First of all, what is a biography? Put your answer in the space provided _____

_____

Here are the titles and authors of several biography books. In what order would they be shelved? (Be careful! You had better go and check the "B" shelves before you write down your answers)

Ike Eisenhower, Soldier and Statesman, by McClellan
Juarez, by Ashton
The Life of George Washington, by Angeli
Abraham Lincoln, by Richards
Joe Namath, by Butler
My Life Story, by Andrews
Andrew Carnegie, by Pearson

LAP 1 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY CHARGE DESK, PASS DESK AND SHELVING

Here is room for your answers:

c. When shelving, if you see a book that is far out of place, just take it out and put it on the book truck. If you have time you can put it on the correct shelf later. If not someone next period can shelve it.

d. When there are large numbers of books to be shelved, it is a very good idea to separate the kinds of books: for example, put all the fiction together, all the short stories together, etc. This will make your job much quicker and easier.

e. To conclude the explanation of shelving duties, when you shelve you should not only put the book on the shelf, but you should straighten that shelf and also "read" it.

LAP 1 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY CHARGE DESK, PASS DESK AND SHELVING

Test on Shelving

List the three things you do while on shelving duty.

1. _____

2. _____

3. _____

When you feel you are ready, ask the librarian to select and list on a piece of paper the following things:

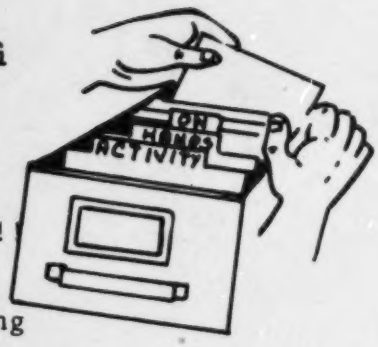
1. six non-fiction books
2. six fiction books
3. six short story books
4. six reference books
5. six biography books
6. six easy books

When the librarian has prepared the books and the list, shelve the books. The librarian will then check the shelves to see what kind of job you have done.

LAP 1 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY CHARGE DESK, PASS DESK AND SHELVING



There is one thing that you will do more than any other when you are a librarian, and that is alphabetize!! So you had better go over and over the alphabet and get used to thinking automatically that i comes after h and so forth. This exercise will help you!

Here is a different kind of alphabetizing. Cut out the slips and alphabetize them.

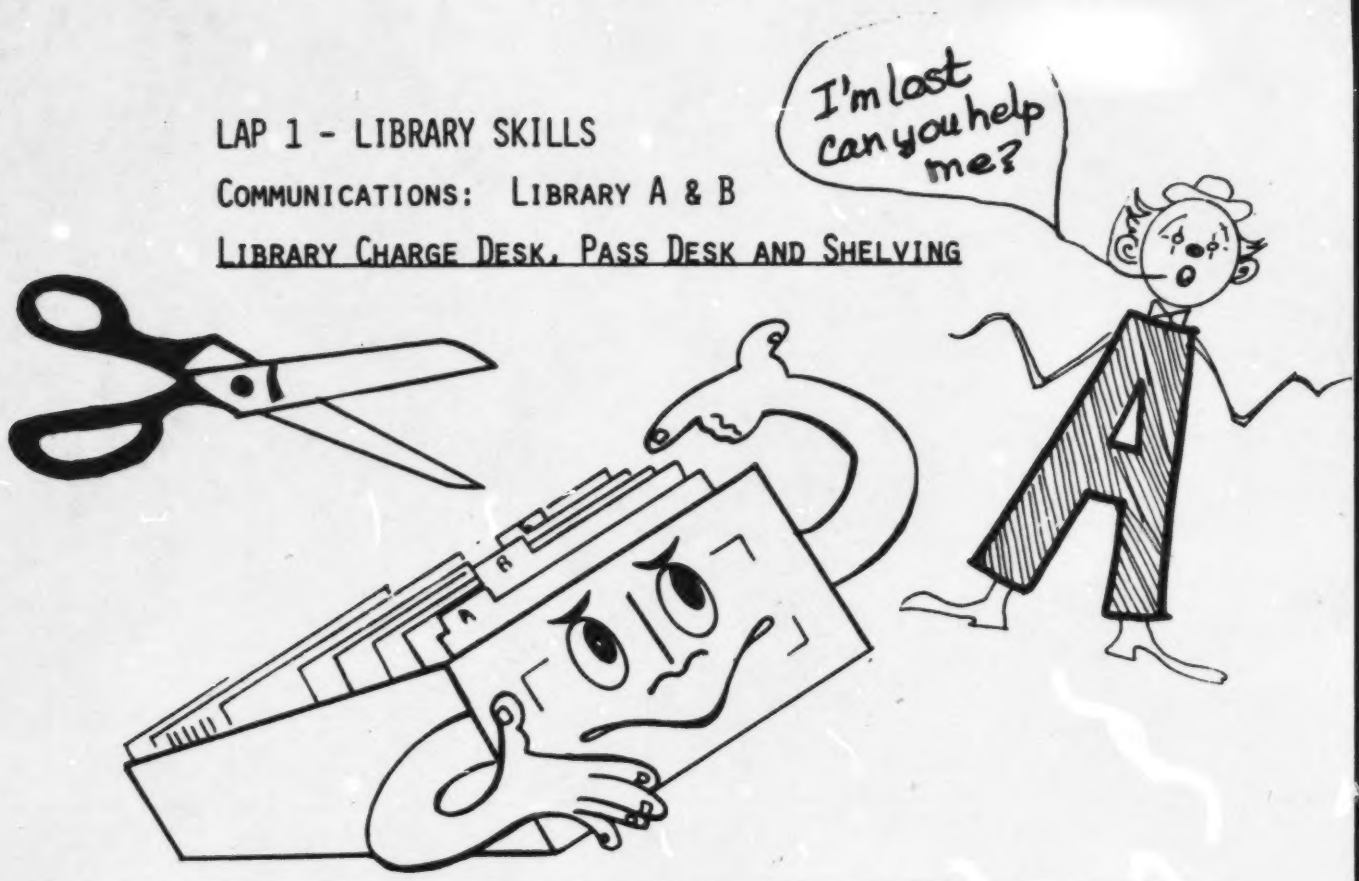
Cook, Fred J. American Political Bosses	Cooper, Terry Many Hands Cooking	Cook, Virginia I Wish I Wish
Cooper, Susan Green Witch	Cook, Fred J. The New Jersey Colony	Coombs, Charles Drag Racing
Coolidge, Olivia Caesar's Gallic Wars	COOKERY Farm Journal	Corcoran, Alice Dance With Me

more to come

LAP 1 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY CHARGE DESK, PASS DESK AND SHELVING



COOKERY Cutler, Katherine	Coolidge, Olivia Egyptian Adventures	Coombs, Charles Bicycling
Corbett, Scott The Case of the Silver Skull	Cook, Graham Breakout	COOKERY McCalls Magazine
Cope, Dwight Plastics Book	Cook, Fred J. The Army-McCarthy Hearings	Cook, Frances Paint a Picture
Coombs, Charles Auto Racing	Corcoran, Barbara Meet Me at Tamerlane's Tomb	Coombs, Charles Motorcycles

LAP 1 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY CHARGE DESK, PASS DESK AND SHELVING

Cut out the following slips and alphabetize them.
Then give them to your librarian to check.

tree	tribe	three
two	tea	trifle
top	too	to

more to come

LAP 1 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY CHARGE DESK, PASS DESK AND SHELVING

tune	tee	tutor
tooter	tuna	tease
thumb	thought	tomahawk
tempt	tickle	toe